

# FOR YOUR INFORMATION...



**City of Taylorsville**  
Community Development Department  
2600 West Taylorsville Boulevard  
Taylorsville, Utah 84118 (801) 963-5400



City of Taylorsville  
Information Form

# P-8

GP AMENDMENT

## Applying for a General Plan Amendment

*"The general plan, when adopted by the local government, becomes the official statement for the community that establishes and articulates the policies for future physical development. The published general plan describes the city's general goals for the future and normally carries the goals through a well-researched analysis of the community to recommendations for goal implementation. The general plan is a 'compass' or 'blueprint' and indicates the vision that the community has chosen for its future, and the course it must follow in order to achieve the vision."*<sup>1</sup>

### Overview:

A general plan amendment may be requested when any interested party (i.e. resident, property owner, business owner, etc.) believes it is important to amend the vision or goals of the general plan. In principle, a successful general plan should be amendable, however amendments must be based on citizen participation, thorough and accurate research, and analysis of research data.

A general plan amendment is often a precursor to a desired zoning ordinance amendment or development request. As stated above, the general plan is the "vision" or guiding document for city policy. In order to preserve the effectiveness of the general plan, zoning amendments must be consistent with expressed goals found within the general plan document. For more information regarding zoning amendments, see **Taylorsville Information Form P-9 Applying for a Zoning Amendment**.

The Planning Commission has the power and duty to prepare and recommend the general plan and all plan amendments to the City Council for consideration. The City Council, after receiving a recommendation from the Planning Commission, shall make the final decision on all general plan amendment requests.

### Public Hearing Notice Requirements:

As specified in City Code 13.54, *Amendments and Rezoning*, the Planning Commission and City Council shall each hold a public hearing on the proposed amendment upon providing reasonable notice to the public. Reasonable notice for a general plan amendment application is defined as:

- Publishing a notice of the hearing in at least one issue of a newspaper of general circulation in the city; and
- Posting the notice in three public places within the city designed to give notice thereof to the persons affected; and
- Publication and posting of such notices shall be completed at least 14 days before the public hearing; or
- Give actual notice (i.e. a direct mailing to the property owners affected) of a public hearing or meeting.

City staff members will publish or mail all required public notices

### Submittal Deadline:

Application for a general plan amendment must be submitted to the Taylorsville Community Development Department at least 21 days prior to the intended date of public hearing before the Planning Commission (see table below for meeting dates). Incomplete applications may delay processing of the application and subsequent scheduling of public hearing(s).

### Meeting Dates:

<sup>2</sup>

Who?	Planning Commission	City Council
When?	7:00 p.m. on the 2 <sup>nd</sup> Tuesday of each month.	6:30 p.m. on the 1 <sup>st</sup> and 3 <sup>rd</sup> Wednesday of each month.
Where?	City Council Chambers, 2600 West Taylorsville Boulevard, Taylorsville, Utah 84118	

### Application Fees:

- ☐ General plan text amendment: \$300.00
- ☐ General plan map amendment: \$300.00 plus \$50.00 per acre

### Application Process:

**Step 1. Contact Planning Department.** Meet informally with a member of the Planning Department to discuss your proposal and review the issues, processes and fees associated with the application. Verify that the proposed general plan amendment is legally eligible for consideration by the City.

**Step 2. Pre-Application Conference.** If the proposed general plan amendment is a precursor to a development proposal, please schedule a pre-application conference with the City's Development Review Committee. For more information please see **Taylorsville Information Form P-4 Applying for Pre-Application Conference**.

<sup>1</sup> *Planning and Zoning Administration in Utah, 3<sup>rd</sup> Edition, published by the Center for Public Policy, University of Utah.*

<sup>2</sup> *Due to occasional scheduling conflicts (i.e. holidays) a regularly scheduled Planning Commission or City Council meeting may be altered or canceled altogether. For exact meeting dates, times and assignments, please contact the Community Development Department.*

**Step 3. Submit Application.** For all general plan amendment applications please submit the following information:

- ☐ Completed General Plan Amendment application form (select ☒ Text Amendment or ☒ Map Amendment).
- ☐ Property Owner's Affidavit (i.e. a written statement regarding property ownership made before a notary). For your convenience, an affidavit form has been provided on the back of the General Plan Amendment application.
- ☐ If the property owner is to be represented by an "agent" during meetings with the City, please complete and submit the Agent Authorization form (also provided on back of the General Plan Amendment application).
- ☐ Payment of application fee.
- ☐ Two (2) copies of intended site plan proposal (if applicable). The applicant should also submit site plans, building elevations and renderings in an electronic form acceptable to the City (i.e. AutoCAD for Windows). Site plan should include the following information:
  - ☐ Accurate dimensions of subject property, drawn to scale (i.e. scale is 1"=20', 1"=30', etc.), with north arrow and date of drawing. Sheet size should be a minimum of 18" x 24".
  - ☐ Property lines, adjoining streets, right-of-ways, waterways, easements, etc. with dimensions.
  - ☐ Location and dimension of existing and proposed buildings, loading facilities, entries and exits, driveways, parking areas, landscape areas, sidewalks, signage, etc.
  - ☐ Locations of decks, porches, or other building elements that extend past foundation of building.
  - ☐ Location of existing property features such as streets, canals, hillsides, etc.
  - ☐ Location and height of any overhead power or transmission lines, communication lines and all other utility easements that affect subject property.
  - ☐ Calculations for required and proposed parking.
  - ☐ Show landscaped areas and calculate percentage of site landscaping; show comparison with amount required by applicable zoning ordinance(s).
  - ☐ Please show proposed location, height, and type of materials to be used for all fences and walls.
  - ☐ Notes of explanation shall include total square footage of all structures by use.
- ☐ If applicable, submit one (1) reduced 11" x 17" copy of the site plan; 8.5" x 11" is acceptable if legible.

For **General Plan Text Amendment** applications, submit the following additional information:

- ☐ Copy of proposed general plan text amendment. Applicant must provide actual language of text amendment request. Proposed general plan text amendments should be understandable and drafted as a part of the existing general plan.

For **General Plan Map Amendment** applications, submit the following additional information:

- ☐ List of property owner names, mailing addresses, and property identification numbers of all property owners within 400 feet of the subject property. Property owner's information may be obtained from Salt Lake County Recorder's office located at 2001 South State Street, Room N2300, Salt Lake City, Utah.
- ☐ Two (2) sets of self adhesive mailing labels, typed or machine printed with each property owner's name and address as identified above (no hand written labels please). Duplicate listings should be omitted.
- ☐ Two (2) sets of plain white envelopes (size 10 business envelope measuring 4" x 9½") with postage for each property owner as identified above. Mailing labels should not be placed on envelopes.
- ☐ Legal description of subject property (obtained from property deed or Salt Lake County Recorder's Office).

**Step 4. Attend Planning Commission Meeting.** You will be notified by the City of your assigned public meeting date. At the meeting, you should be prepared to present your proposal in detail and answer questions. Following a public hearing, the Planning Commission will make a recommendation to the City Council regarding the application. For your information, an application may be "tabled" or "continued" if additional information or research is required by the Commission. If the application is tabled, the application will be rescheduled at a future Planning Commission meeting for consideration. Once the Planning Commission has completed a motion to recommend approval or denial of the amendment request, the application will be scheduled for a public hearing before the City Council (pending compliance with public hearing notice requirements – for more information see other side of form).

**Step 5. Attend City Council Meeting.** Once again, you should be prepared to present your proposal and answer any questions during the public hearing held before the City Council. Following the public hearing, the Council will make a motion and vote on the application (unless the application is continued for further research). The decision of the City Council, acting as the City's legislative body, shall be final. A letter, prepared by a member of the Community Development Department, will be mailed to you stating the final decision of the City.

***Disapproval of a General Plan Amendment Application:***

Disapproval of an application to amend the general plan shall preclude the filing of another application to amend the general plan text in the same or similar manner or to amend the general plan map for any parcel of property or portion thereof to the same land use designation within 1 year of the date of the final disapproval of the application unless the City Council finds that there has been a substantial change in the circumstances or other significant reasons since the disapproval of the application to merit consideration of a second application within the 1 year time period (Ord. 13.54.090).

***Restriction on Amendment Applications After Adoption of General Plan:***

No amendment to the general plan shall be considered for a period of one (1) year after adoption of the general plan (or a general plan update) by the City Council (Ord. 13.54.080).